

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

September 10, 2003

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**STATE PERSONNEL MANUAL
TRANSMITTAL SHEET
NO. 399**

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Implementation of the Social Services Pay Schedule (SS)

Issue Date: September 10, 2003

Implementation of Social Services (SS) Pay Schedule

At its August 6, 2003, meeting, the Civil Service Commission approved the implementation of the Social Services Pay Schedule (SS). The Schedule was subsequently approved by the Governor to be effective September 9, 2003; the implementation orders are below. In addition, Flexible Special Entrance Rates at the 1st quartile of the pay range have been approved effective September 9, 2003, for all jobs in the SS pay plan. Please note that any agency utilizing Flexible Special Entrance Rates must send the Compensation Division an updated policy.

Movement to the AS Schedule

Implementation Order:

The purpose of this order is to effect the transition of employees from the General Schedule pay grid to the Social Services pay grid.

1. All current base supplement pay that falls within the employee's new range shall be converted into base pay.
2. If the employee's individual pay rate falls within the range of the new grade, his pay shall not change.
3. If the employee's individual pay rate falls above the new range maximum, his pay shall be red-

circled until the range encompasses the rate.

4. If the employee's individual pay rate falls below the minimum of the new range, his pay rate shall be brought up to the new minimum.
5. Special Pay not associated with either payment for location, education/credentials, and/or other forms of variable pay may be converted into base pay upon approval by the Civil Service Commission. Requests for conversion of Special Pay to base pay **must** be submitted to the Civil Service Commission for approval.
6. If approved by the Governor and upon his effective date, the Pay Grids for the Social Services (SS) pay plan proposed at the August 6, 2003 Civil Service Commission Hearing shall be implemented in the following manner:

The Phase I grid shall be implemented on the effective date set by the Governor. The Phase II grid shall be implemented 12 months after the effective date of Phase I. The Phase III grid shall be implemented 12 months after the effective date of Phase II.

If you have employees who will need a salary adjustment in order to move to the new minimum, you should do a Position Characteristic Change on the employee's record in Personnel Administration. Enter these actions as "Move to a New Pay Plan" for the action reason and "Structure Adjustment" for the pay reason.

For all positions you will need to "Create Basic Pay" when that screen appears in performing the PCC to pull in the new correct pay grade. Please see the Guidelines for Reporting Personnel and Position Transactions in Automated Systems under the heading of Position Actions/Standards for Entering Pay on Positions/Base Supplement. These guidelines are located at www.dscs.state.la.us under Entry Guidelines in the HR Reference section.

Base Supplement

For positions that had Base Supplement authorized prior to 9/9/03 and for those positions that will no longer have Base Supplement, please refer to the Base Supplement instructions in the Guidelines for Reporting Personnel and Position Transactions in Automated Systems under the heading of Position Actions/Standards for Entering Pay on Positions/Base Supplement. These guidelines are located at www.dscs.state.la.us under Entry Guidelines in the HR Reference section.

Remember that for all positions no longer receiving base supplement, you must change base supplement to zero on the Planned Compensation Infotype in the ISIS system. All agencies that will continue to use base supplement must submit a new policy to Civil Service. Employees whose pay was in the base supplement portion of the range prior to 9/09 will need to have all of the base supplement amount converted to base pay up to the new range maximum. You should use a Nature of Action of "Move to New Pay Plan" and the Authority for Pay of "Structure Adjustment/Special Adjustment."

An example of the conversion of base supplement into base salary and changes in base supplement amounts is as follows:

Agency A had a policy prior to September 9, 2003 of paying 16% base supplement for the job of Resident Training Specialist. Employee John Smith had a salary of \$2050 which was in the base supplement portion of the range.

Resident Training Specialist – GS-07 \$1106-1827 with a base supplement maximum of \$2119.

The new range for this job is SS-404 \$1208-2248.

John Smith will need to have \$223 converted into base pay (pay rate – range maximum). In order to make this conversion you should use a Nature of Action of "Move to New Pay Plan" and the Authority for Pay of "Structure Adjustment/Special Adjustment."

Special Entrance Rates

Flexible Special Entrance Rates have been approved at the 1st quartile of the range for all of the jobs in the SS Schedule effective September 9, 2003. If you were previously using SERs for your positions, you do not have to make any changes from the rates you were using (unless they are below the new minimum). However, you may revise your policies and/or raise the rates that you were using. If you continue to use your previous Special Entrance Rates or if you choose to implement new ones, you must send us a policy.

For Special Entrance Rate entry into automated systems, please refer to the Guidelines for Reporting Personnel and Position Transactions in Automated Systems under the heading of Position Actions/Standards for Entering Pay on Positions/Special Entrance Rates. The policy you are required to send to Compensation should reflect the rates and effective date your agency will be using. Enter these rates into your automated system as flexible rates with the effective date as set in your policy (not to precede September 9, 2003).

Attached are the job listing and the Phase I pay grid. This grid will be in effect from September 9, 2003 to September 8, 2004. Phase II and III grids will be distributed later.

For questions concerning automated system entry, please contact Julie Ryan at jryan@dscs.state.la.us. For all other questions, please contact Lisa Lusk at llusk@dscs.state.la.us or Marianne Gary at mgary@dscs.state.la.us. You may contact the Compensation Division by phone at (225) 342-8083.

Sincerely,

s/Allen H. Reynolds
Director

Job Code	Abbreviated Job Title	SS LEVEL
144880	Alco/Drug Ab Prog Mgr 1	SS-418
144890	Alco/Drug Ab Prog Mgr 2	SS-418
144900	Alco/Drug Ab Prog Mgr 3	SS-420
134600	Alco/Drug Ab Soc Wkr 2	SS-412
134630	Alco/Drug Ab Soc Wkr Su 2	SS-415
134620	Alco/Drug Ab Sw Reg Pro Sp	SS-415
117630	Art Therapist 1	SS-409
163610	Art Therapist 2	SS-410
126050	Assistant To A Psychol	SS-410
126060	Associate 1/Psychol	SS-412
126070	Associate 2/Psychol	SS-413
126080	Associate 3/Psychol	SS-415
126090	Associate 4/Psychol	SS-416
109650	Behavior Shaping Spec	SS-406
109660	Behavior Shaping Supv	SS-408
158040	Blind Svcs Exec Dir	SS-420
105060	Caseworker Assistant	SS-406
160530	Child Care Assist Spec 3	SS-411
166840	Child Welfare Counselor—Adoption	SS-411
166740	Child Welfare Specialist 1	SS-412
166750	Child Welfare Specialist 2	SS-414
166760	Child Welfare Specialist 3	SS-415
166770	Child Welfare Specialist 4	SS-417
166780	Child Welfare Specialist 5—DM	SS-418
166790	Child Welfare Specialist 5—PM/RPS	SS-418
166800	Child Welfare Specialist 6	SS-420
166810	Child Welfare Specialist 7	SS-421
166820	Child Welfare Specialist 8	SS-422
166850	Child Welfare Specialist 9	SS-423
166730	Child Welfare Specialist Trainee	SS-411
166830	Child Welfare Support Specialist	SS-415
165720	Child Welfare Svcs Asst	SS-404
165710	Child Welfare Svcs Asst Tr	SS-403
123200	Chno Ad Sp Ed Reh Instr	SS-412
105160	Client Services Worker	SS-402
105120	Clinical Chaplain 1	SS-412
105140	Clinical Chaplain 2	SS-413
105090	Clinical Chaplain 3	SS-415
105110	Clinical Chaplain 4	SS-416

Job Code	Abbreviated Job Title	SS LEVEL
134680	Clinical Social Wkr Dir	SS-418
165870	Corrs Ardc Mgr	SS-417
164620	Corrs Ardc Specialist 1	SS-410
164450	Corrs Ardc Specialist 2	SS-411
165860	Corrs Ardc Supv	SS-415
144160	Corrs Class Mgr 1	SS-413
144170	Corrs Class Mgr 2	SS-414
144520	Corrs Class Mgr 3	SS-416
121610	Corrs Class Off 1	SS-408
121640	Corrs Class Off 2	SS-410
125310	Corrs Clin Soc Wkr 1	SS-413
125300	Corrs Clin Soc Wkr 2	SS-414
125320	Corrs Clin Soc Wkr 3	SS-416
150430	Corrs Clin Soc Wrkr/Entry	SS-412
152100	Corrs Prog Mgr 1	SS-417
152110	Corrs Prog Mgr 2	SS-418
125330	Corrs Prog Mgr 3	SS-419
153760	Corrs Rec Syst Analyst	SS-410
153750	Corrs Rec Syst Analyst Tr	SS-409
153740	Corrs Rec Syst Mgr 1	SS-413
153790	Corrs Rec Syst Mgr 2	SS-414
158490	Corrs Rec Syst Mgr 3	SS-416
152070	Corrs Soc Svc Couns 1	SS-409
152080	Corrs Soc Svc Couns 2	SS-410
109590	Day Care Center Aide	SS-402
125470	Developmentalist	SS-406
150950	Dhhr Recovery Specialist	SS-414
127240	Dir/Volunteer Services	SS-411
157450	Dis Determ Area Mgr	SS-421
157460	Dis Determ Asst Area Mgr	SS-419
158430	Disease Interv Spec 1	SS-411
158440	Disease Interv Spec 2	SS-412
158450	Disease Interv Spec 3	SS-414
158460	Disease Interv Spec 4	SS-416
158470	Disease Interv Spec 5	SS-417
157130	Examiner/Psychol--Corrs	SS-410
149670	Exec Dir/La Comm For Deaf	SS-420
105450	Fam Sec Admin Off 1	SS-417
158120	Fam Sup Asst Parish Mgr	SS-417
105770	Fam Sup Prog Asst Dir	SS-418

Job Code	Abbreviated Job Title	SS LEVEL
152470	Fam Sup Prog Coor	SS-413
105810	Fam Sup Prog Dir	SS-422
150910	Fam Sup Prog Spec 1	SS-414
151170	Fam Sup Prog Spec 2	SS-417
105950	Fam Sup Svcs Mgr	SS-420
151550	Fraud Detect Specialist	SS-416
132170	Fraud Detect Unit Sup/Ofs	SS-416
157200	Fraud Investigator 1/Ofs	SS-412
132180	Fraud Investigator 2/Ofs	SS-413
132190	Fraud Investigator/Opphs	SS-409
105250	Fraud/Recovery Asst Dir	SS-418
105260	Fraud/Recovery Dir	SS-420
167210	Fs Parish Manager 1	SS-418
167200	Fs Parish Manager 2	SS-419
167190	Fs Parish Manager 3	SS-420
167220	Fs Regional Administrator	SS-421
125570	Habilitation Aide	SS-404
143010	Habilitation Director	SS-415
125580	Habilitation Instr 1	SS-408
125590	Habilitation Instr 2	SS-409
125600	Habilitation Instr 3	SS-412
120380	Habilitation Manager	SS-414
163890	Health Stand Cert Spec 1	SS-414
163900	Health Stand Cert Spec 2	SS-415
156230	Health Svcs Fin Pol Anl 1	SS-411
157060	Health Svcs Fin Pol Anl 2	SS-412
157070	Health Svcs Fin Pol Supv	SS-415
157090	Health Svcs Fin Prog Dir	SS-418
157080	Health Svcs Fin Prog Mgr	SS-416
156430	Health Svcs Fin Prog Spec	SS-413
109640	Homemaker Aide	SS-402
134560	Hosp Soc Work Manager 2	SS-418
134490	Hosp Soc Worker 1	SS-412
134500	Hosp Soc Worker 2	SS-413
142820	Hosp Soc Worker 3	SS-414
155520	Hosp Soc Worker/Lcsw	SS-415
135390	Hum Dev Asst Reg Mgr	SS-418
158070	Immunization Prog Cons	SS-414
158060	Immunization Prog Cons Tr	SS-412
165320	Immunization Prog Supv	SS-416

Job Code	Abbreviated Job Title	SS LEVEL
167300	Licensing Assist Dir--Dss	SS-419
157730	Licensing Director/Dss	SS-421
167650	Licensing Specialist 1--Dss	SS-414
167290	Licensing Specialist 2--Dss	SS-415
167280	Licensing Manager--Dss	SS-417
165770	Medicaid Analyst 1	SS-410
165780	Medicaid Analyst 2	SS-411
165790	Medicaid Analyst 3	SS-413
165880	Medicaid Analyst Supv	SS-415
160300	Medicaid Area Mgr	SS-416
160520	Medicaid Asst Reg Admin	SS-418
163750	Medicaid Prog Spec	SS-418
160310	Medicaid Reg Admin 1	SS-420
160320	Medicaid Reg Admin 2	SS-421
134460	Medical Social Worker 2	SS-413
134470	Medical Social Worker 3	SS-414
160780	Mh Acute Unit Director	SS-418
158090	Mh Acute Unit Mgr	SS-417
121530	Mh Center Manager 1	SS-416
121540	Mh Center Manager 2	SS-417
121550	Mh Center Manager 3	SS-418
121560	Mh Center Manager 4	SS-420
121580	Mh Community Svcs Dir 1	SS-420
121570	Mh Community Svcs Dir 2	SS-421
121150	Mh Program Manager	SS-415
121170	Mh Special Svcs Dir 1	SS-413
121160	Mh Special Svcs Dir 2	SS-415
121190	Mh Specialist 1	SS-414
121200	Mh Specialist 2	SS-416
143640	Mr/Dd Act Treat Pr Sp	SS-411
143630	Mr/Dd Act Treat Pr Tr	SS-410
154500	Mr/Dd Act Treat Prg Mgr 1	SS-415
154510	Mr/Dd Act Treat Prg Mgr 2	SS-416
140960	Mr/Dd Habilitation Coor 1	SS-414
125870	Mr/Dd Habilitation Coor 2	SS-416
120040	Mr/Dd Reg Adm 1	SS-419
120050	Mr/Dd Reg Adm 2	SS-420
120060	Mr/Dd Reg Adm 3	SS-421
153710	Mr/Dd Reg Adm 4	SS-423
120070	Mr/Dd Reg Adm/Pinecr	SS-425

Job Code	Abbreviated Job Title	SS LEVEL
120120	Mr/Dd Reg Assoc Adm 1	SS-416
120140	Mr/Dd Reg Assoc Adm 2	SS-418
120150	Mr/Dd Reg Assoc Adm 3	SS-419
153700	Mr/Dd Reg Assoc Adm 4	SS-420
141890	Mr/Dd Reg Assoc Admin/Pin	SS-422
134730	Mr/Dd Social Work Mgr 1	SS-418
134740	Mr/Dd Social Work Mgr 2	SS-419
118170	Music Therapist 1	SS-409
163620	Music Therapist 2	SS-410
118190	Music Therapist Supv	SS-413
164500	Nutrition Educator 1	SS-404
164510	Nutrition Educator 2	SS-405
120600	OAD Clinic Dir	SS-418
120590	OAD Clinic Mgr	SS-417
120610	OAD Inp Fac Mgr	SS-419
165740	OAD Asst Reg Admin	SS-418
157150	OAD Reg Adm	SS-420
154520	Ocdd Act Tr Prg Supv	SS-413
163670	Ocdd Act Tr Prog Home Mgr	SS-413
120030	Ocdd Center Mgr	SS-415
161020	Ocdd Comm Svc Ast Reg Adm	SS-417
157020	Ocdd Comm Svc Reg Adm	SS-419
107510	Ocdd Comm Svcs Spec 1	SS-412
166980	Ocdd Comm Svcs Spec 2	SS-413
166990	Ocdd Comm Svcs Spec 3	SS-414
167100	Ocdd Comm Svcs Spec Supv	SS-416
154850	Ocdd Qual Control Spec 1	SS-408
163660	Ocdd Qual Control Spec 2	SS-410
168130	Professional Counselor 1	SS-413
168140	Professional Counselor 2	SS-414
168150	Professional Counselor 3	SS-415
168160	Professional Counselor 4	SS-416
160480	Program Coord/Soc Svcs	SS-417
134110	Program Specialist/Soc Sv	SS-414
100520	Psych Aide 1	SS-403
100450	Psych Aide 2	SS-404
100490	Psych Aide 3	SS-405
100500	Psych Aide Supervisor 1	SS-406
100480	Psych Aide Supervisor 2	SS-408
100540	Psych Aide Training Instr	SS-406

Job Code	Abbreviated Job Title	SS LEVEL
163790	Pub Hth Nut Educator	SS-405
112620	Quality Assurance Coor	SS-412
112640	Quality Assurance Dir	SS-414
135050	Randolph Shep Mgmt Anl	SS-413
150970	Randolph Shep Mgmt Anl Tr	SS-411
158870	Randolph Shep Prog Mgr	SS-419
141000	Recovery Analyst 1--Ofs	SS-412
141010	Recovery Analyst 2--Ofs	SS-413
107100	Recovery Unit Supv/Ofs	SS-416
143060	Rehab Aide	SS-404
156310	Rehab Bureau Admin	SS-421
120340	Rehab Community Svc Mgr 1	SS-415
120350	Rehab Community Svc Mgr 2	SS-416
164970	Rehab Community Svc Mgr 3	SS-418
155860	Rehab Counselor	SS-413
162780	Rehab Counselor/Assoc	SS-408
134960	Rehab Counselor/Entry	SS-411
164930	Rehab Counselor/Master	SS-414
134990	Rehab District Supv	SS-417
155850	Rehab Employ Develop Spec	SS-414
143100	Rehab Evaluator	SS-413
165250	Rehab Evaluator Supv	SS-415
164960	Rehab Evaluator/Master	SS-414
143090	Rehab Evaluator--Entry	SS-411
143050	Rehab Instructor 1	SS-410
143070	Rehab Instructor 2	SS-411
143080	Rehab Instructor Supv	SS-413
164050	Rehab Prog Mgr/Deaf Svcs	SS-418
135000	Rehab Program Mgr	SS-418
156250	Rehab Program Specialist	SS-416
135010	Rehab Regional Manager 1	SS-419
156240	Rehab Regional Manager 2	SS-421
106520	Rehab Services Asst Dir	SS-423
106530	Rehab Services Director	SS-425
146780	Rehab Social Worker	SS-414
134980	Rehab Specialist 1	SS-413
164940	Rehab Specialist 2	SS-414
164950	Rehab Specialist/Master	SS-415
118660	Rehab/Therapeu Svc Coor 1	SS-412
118670	Rehab/Therapeu Svc Coor 2	SS-414

Job Code	Abbreviated Job Title	SS LEVEL
152890	Resident Training In/Svc Inst	SS-407
147950	Resident Training Spec Tr	SS-403
109880	Resident Training Specialist	SS-404
109900	Resident Training Supv 1	SS-406
109910	Resident Training Supv 2	SS-407
109920	Resident Training Supv 3	SS-409
158750	Resident Training Supv 4	SS-410
154360	Residential Advisor 1	SS-404
109610	Residential Advisor 2	SS-405
166670	Residential Advisor 3	SS-406
109620	Residential Advisor Supv	SS-409
158760	Residential Svc Ast Dir 1	SS-411
158770	Residential Svc Ast Dir 2	SS-413
158780	Residential Svc Dir 1	SS-413
158790	Residential Svc Dir 2	SS-414
158800	Residential Svc Dir 3	SS-415
165810	Soc Serv Analyst 1	SS-410
165820	Soc Serv Analyst 2	SS-411
165830	Soc Serv Analyst 3	SS-413
165840	Soc Serv Analyst Supv	SS-415
106710	Soc Svcs Admiss Couns 1	SS-408
106720	Soc Svcs Admiss Couns 2	SS-409
159960	Soc Svcs Commun Prog Spec	SS-414
106740	Soc Svcs Couns Ast/Oprada	SS-404
106830	Soc Svcs Couns/Chno	SS-412
106960	Soc Svcs Couns/Hospitals	SS-413
152120	Soc Svcs Couns/Omh	SS-412
106980	Soc Svcs Couns/Omrdd	SS-412
106990	Soc Svcs Couns/Oprada	SS-412
107020	Soc Svcs Couns/Pub Health	SS-410
106750	Soc Svcs Counselor 1	SS-409
106770	Soc Svcs Counselor 2	SS-410
143680	Soc Svcs Counselor Supv	SS-413
135360	Soc Svcs District Supv	SS-416
135340	Soc Svcs Prog Assess Spec	SS-414
107040	Soc Svcs Prog Coor/Mh	SS-412
157270	Soc Svcs Prog Off	SS-413
154130	Soc Svcs Program Mgr 1	SS-414
154140	Soc Svcs Program Mgr 2	SS-416
135380	Soc Svcs Reg Program Spec	SS-416

Job Code	Abbreviated Job Title	SS LEVEL
107160	Soc Svcs Spe 3/Ch Pro Inv	SS-415
150930	Soc Svcs Spec 1	SS-412
150940	Soc Svcs Spec 2	SS-414
143790	Soc Svcs Supv	SS-417
158210	Soc Worker Spec/Lcsw	SS-415
167660	Social Worker 1	SS-412
167670	Social Worker 2	SS-413
167680	Social Worker 3	SS-414
167690	Social Worker 4	SS-415
167700	Social Worker 5	SS-416
167710	Social Worker 6	SS-418
167720	Social Worker 7	SS-419
159560	Sup Enf Asst Distr Mgr	SS-418
159510	Support Enforce Dis Mgr 1	SS-419
159520	Support Enforce Dis Mgr 2	SS-420
150960	Support Enforce Reg Adm	SS-421
162000	Ther Recr Serv Coord	SS-412
161990	Ther Recr Serv Spec 1	SS-409
118650	Ther Recr Svcs Asst	SS-407
118590	Ther Recr Svcs Mgr	SS-414
153270	Ther Recr Svcs Spec 2	SS-410
157540	Veterans Assn Couns 1	SS-410
104920	Veterans Assn Couns 2	SS-411
104930	Veterans Assn Couns Sup 1	SS-412
104940	Veterans Assn Couns Sup 2	SS-414
104950	Veterans Assn Deputy Dir	SS-419
104960	Veterans Assn Par/Leg Cou	SS-414
104970	Veterans Assn Region Mgr	SS-416
127800	Volunteer Coordinator 1	SS-407
127790	Volunteer Coordinator 2	SS-408
114840	Wom Svcs Career Advisor	SS-410
114820	Wom Svcs Counselor	SS-411
114860	Wom Svcs Job Developer	SS-411
114720	Wom Svcs Prog Mgr	SS-417
114680	Wom Svcs Prog Spec	SS-411
114730	Wom Svcs Regional Mgr	SS-415
114670	Wom Svcs Site Manager	SS-413